Process	***Creating a Program Distribution***
Process Number	***GL – 097***

Description of Process

The State of Georgia has elected to modify the manner in which it will manage funding sources and fund source distribution and will not be using the delivered functionality at this time. Rather, funding sources (referred hereafter as programs) will be maintained using the Program ChartField (see GL – 34 "Creating Programs"). When a project or grant is created online, the users will immediately update the SpeedChart table, which maintains the relationship between a project/grant and its program(s). Users will utilize the Program Distribution Panel located in the Define General Options window, to create the Program/Project relationship in the system by adding a SpeedChart *with the same name* as the project to the SpeedChart table. SpeedCharts are a maximum of fifteen (15) characters in length. **This is required for *all* agencies using Program Distribution.** SpeedCharts will be used to distribute lines for vouchers and purchase orders for the Accounts Payable and Purchasing modules, respectively. Users entering journals directly into General Ledger will distribute lines using the Program Distribution Calculator, which uses the SpeedChart table to distribute project amounts based on their related program(s). The Calculator will also be used by Accounts Payable and Purchasing to enter corrections or reversals. Each agency will be responsible for maintaining its own tables.

Offline interfaces will use a Program Distribution SQC to distribute amounts from feeder systems in the batch cycle.

Input to Process

Project/Grant Change Request is written up, signed, assigned an identifier and approved. The Project/Grant is then entered into PeopleSoft. As part of the Project/Grant creation process, users will add a Program Distribution to the SpeedChart table with the same name as the project they are creating.

Output of Process

New Program Distribution is created, and is accessible to all business units using the related Project/Grant.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use E-P	Program Distribution

## *Business Process Description*

Process Description	Responsibility (Agency/Centralized)
Step 1: Create a Project/Grant Using the steps defined in GL – 028 "Creating a Project/Grant," create your project as defined in the change request.	Agency
Step 2: Create identifiers for your SpeedChart Using the Define General Options – Program Distribution menu, add your SpeedChart for your project by entering the following information: SetID – This should be equal to the Business Unit for your project SpeedChart Key – This field is 15 characters in length and <u>must</u> be the same name as the project for which the SpeedChart is being created. The drop down list validates against the Project table to make sure that a project exists for the SpeedChart you are creating. Effective Date – The Effective Date can be set to the current date or a future date and determines the date on which the SpeedChart will go into effect.	Agency
Step 3: Enter a description and Comments for your Program Distribution In the fields provided, enter a Description and any related Comments regarding your Program Distribution. The description field holds thirty (30) characters, while the Comments field is designed to hold memo length text.	Agency
Step 4: Enter your Program Distribution In the Percent field, enter the percentage of the total project cost that will be charged to a particular program. On the same line, enter the program that will serve as the source of funds to your project. To enter percentages for additional programs, press F7 to insert a line and repeat the process above. **All projects must be fully distributed to one or more programs; i.e. percentage must total to one hundred percent (100%).** If you wish, you may supply additional ChartField information, such as account, organization, sub-classification, etc., however, you should bear in mind that journals will be distributed exactly in the same manner you specify. Note that the SpeedChart Key value you entered is defaulted in the Project/Grant field to prevent keying errors.	Agency
Step 5: Save the Program Distribution and continue entering your Project/Grant Once you have fully distributed the project costs, save the Program Distribution.	Agency

Forms Used with Process (#)

**Attach sample form(s) [\\Doas_commons_01\vol1\DATA\COMMONS\PDocs\Financials\GL-General Ledger\Business Process Flows\ChartField Maintenance\Project_Grant\Program Distribution Change Request.doc](#)

Process Flow Diagram (if appropriate):
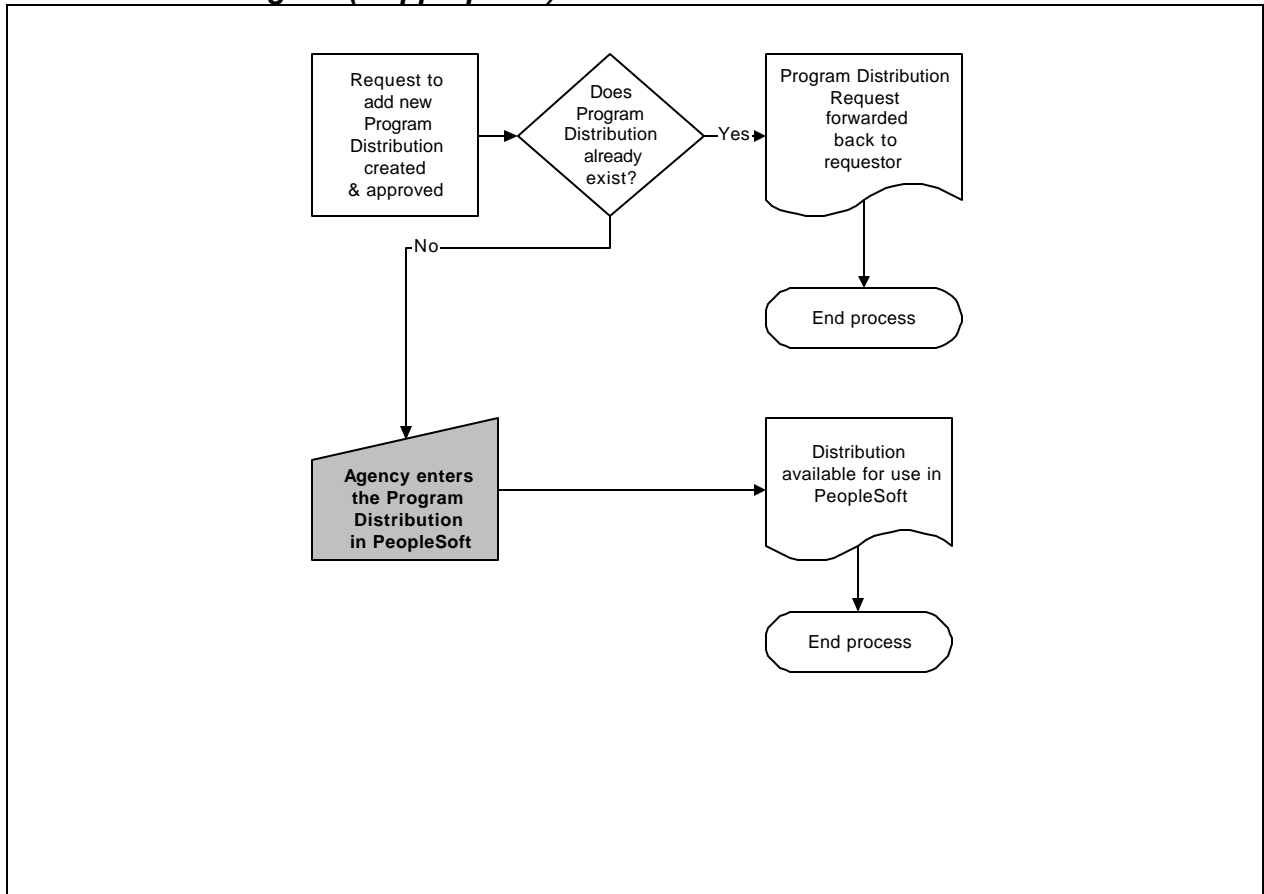
Process Signoff

Tested By
Date Tested